

Union College

Fire Drill Protocols for Academic & Residential Buildings

I. PURPOSE

Protocols for scheduling, notifying and conducting fire drills for Academic & Residential buildings owned by Union College are provided below. Union follows NYS Fire Code Chapter 4, Section 403.8.2.3 to conduct fire drills, which requires drills to be held at random, unexpected times and under varying conditions to simulate the unusual conditions that occur in case of a real fire.

All other buildings on campus will not receive notification prior to a scheduled fire drill, with the exception of Feigenbaum Hall, where the Office of the President is located.

II. DEFINITIONS

Academic Buildings: Buildings with areas that provide learning for students.

Residential Buildings: Buildings that have rooms for students to sleep and live during the academic school year.

III. PERSONNEL & NOTIFICATION RESPONSIBILITIES

EHS Fire Safety Officer- is responsible for scheduling fire drills. This includes providing tentative dates and times with Administration for Academic and Residential buildings to determine the final schedule for each academic year. EHS will provide the final schedule and any updates to the final schedule with Administration, the Director of Campus Safety and the Director of Residential Life

Campus Safety Officers- will assist with fire drills as directed by the EHS Fire Safety Officer. Duties may include activating building fire alarms, patrolling the building during a fire drill to ensure occupants are evacuating and notifying occupants when a building may be entered after drill is complete.

Administration- includes the Office of the President, Vice-President for Administration and Finance, Vice-President for Student Affairs and Dean of Students, Dean of Studies.

Dean of Studies- is responsible for notifying Faculty members of fire drill dates for Academic buildings, but not the time of drill.

Faculty members- cannot share fire drill dates for Academic buildings with students, and should not schedule quizzes, exams or presentations on those dates.

Director of Residential Live- can share fire drill dates for Residential buildings, but not the time of the drill, with Resident Directors for each building, however drill dates should not be shared with building residents.

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IV. FIRE DRILL SCHEDULES

Location	Frequency
Academic Buildings	Three (3) times per academic year
Residential Buildings	Four (4) times per academic year, first drill of the year will be during evening hours

V. FIRE DRILL PROCEDURES

All occupants in the building with an activated fire alarm must participate in the drill.

Fire drills are used to evaluate occupants' response to a fire alarm condition and orderly building evacuations.

Once the required notifications are made, the EHS Fire Safety Officer or designee(s) will report to a pre-determined section of the selected building and activate the fire alarm system (usually via a manual pull station). The manual pull station should be reset so the panel can be reset after the drill.

Shortly after the alarm activation, the EHS Fire Safety Officer or designee(s) will proceed to walk each floor of the building to ensure the occupants have evacuated or are evacuating, to check if fire doors have closed and are not obstructed, and if fire alarm notification appliances are operational and corridors are not obstructed.

For larger buildings, there may be two or more Campus Safety Officers doing the floor by floor checks to help expedite the process.

An approximate count of the building occupants will be taken when the building is cleared.

Once the count of occupants is taken and the fire alarm system has been reset, all occupants can return inside.

A fire drill evaluation form will be completed by the EHS Fire Safety Officer or designee after each fire drill.

All fire drill forms will be filed with the EHS Fire Safety Officer, as required by New York State Code.